Accelerated SAP		BUSINESS PROCESS PROCEDURE	
State of Utah	Organization/Area: Agency Payroll Administration	Title Of Process: Time Statement	
File Name:	H:\TRAINDOC\FOLIO\Payroll\convert\Reports - Time Statement.doc	Release:	R/3 4.6C
Responsibility:	Dept and/or role of responsible person(s) Time Entry Operator	Status: Complete	Issued 11/06/2003 Revised:

## **Overview**

## Trigger:

Someone wants to review the detail time information for an employee after time evaluation runs. This report shows detail by pay period. The detail displays the employee group, subgroup, time management status, work schedule, work hours, leave used, and holiday hours.

#### **Business Process Procedure Overview**

After time sheet information is entered and evaluated, this report may be run to verify the time data. Entering the employee's number or the organization key for a group of employees selects the employees whose detail information can be reviewed.

# **Procedural Steps**

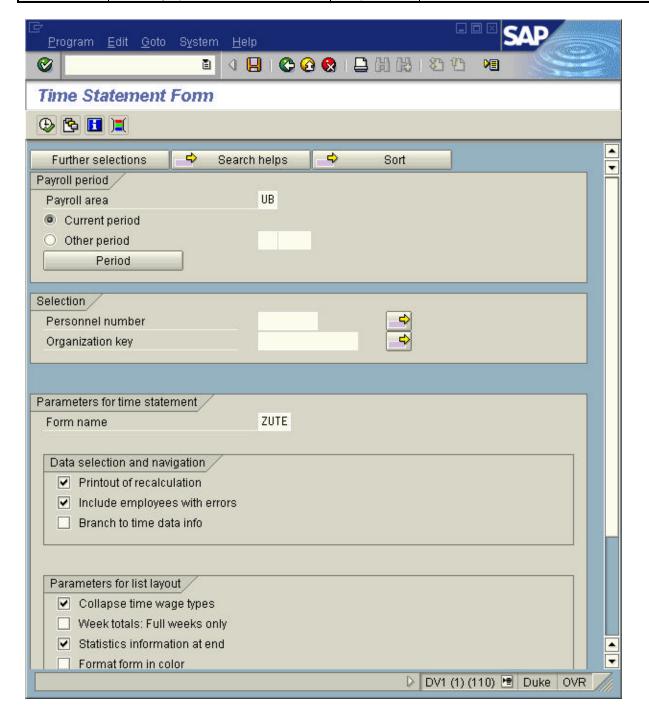
### 1.1. Access transaction by:

Via Menus	/ia Menus Reports after Time Evaluation > Time Statement		
Via Transaction Code	PT61		
Via Favorites Menu	Time Statement		

Double click on "Time Statement" and the following screen will appear:

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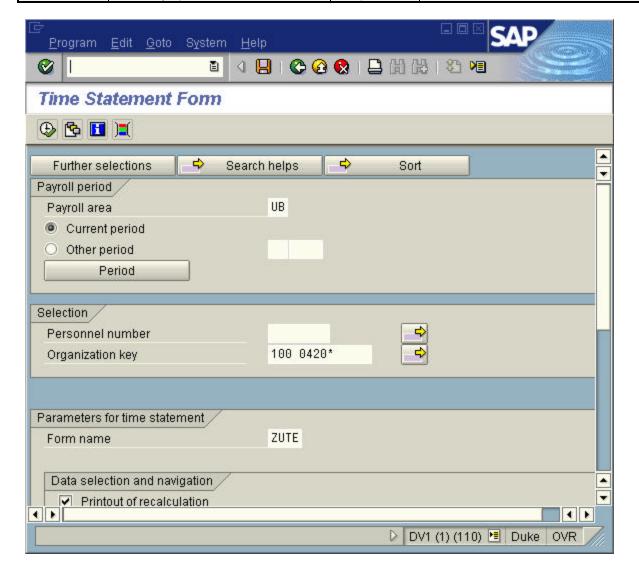
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Input – Available Fields	Field Value
Payroll area	UB
Payroll period	Current or Other depending on if payroll has processed
Personnel number	Employee Identification Number of the employee or employee's
Organization key	Agency, Low Org, and Distribution Code
Form Name	ZUTE or ZUTT

- **1.2 Specify the payroll area.** The screen defaults to the correct area, UB.
- **1.3 Specify the pay period for the Time Statement Form.** The screen has the selection of current period or other period.
  - Current period
    - Use this option during the week of payday.
  - Other period
    - ➤ Use this option during the week of time entry. Type in the pay period and calendar year for which time is being entered.
- 1.4 The "Personnel number" field may be left blank if using the agency "Organization key". Specific employees may be selected by entering the employee identification number(s) in the "Personnel number" field. Enter more than one EIN by clicking on the arrow box next to the "Personnel number" field. A box appears that allows entry of multiple EIN's.
- 1.5 The "Organization key" field allows entry of the Agency code followed by a blank space, the Organization code and the Distribution code to specify a selection of an employee group. Use the wild card symbol, \*, in the selection criteria to get all employees within the same org. For example, to print the report for all employees in agency 100 and org 0420, enter 100(space)0420\*. Enter multiple organization keys by clicking on the arrow box to the right of the "Organization key" field. A box appears that allows entry of multiple individual organization keys or a range of organization keys. The example below shows entries for selecting employees in agency 100 org 0420 and any distribution code.

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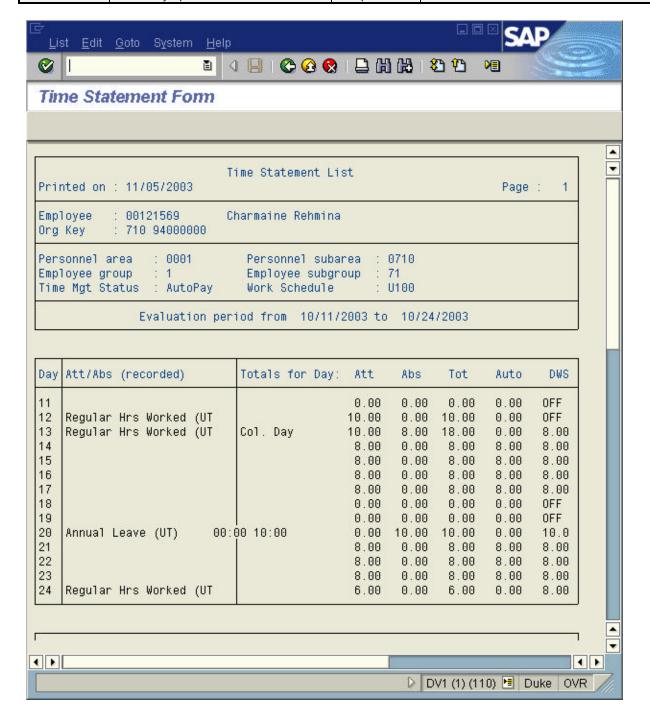
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- 1.6 The "Form name" field may be used to list the time data as detailed or summarized. The screen defaults to the form name "ZUTE". This view shows what is actually entered by day and anything generated by time evaluation. The form "ZUTT" shows what is generated by time evaluation rather than what is actually entered.
- 1.7 Click on the Execute button in the upper left area that looks like a clock to view the report. An example of the report is below.

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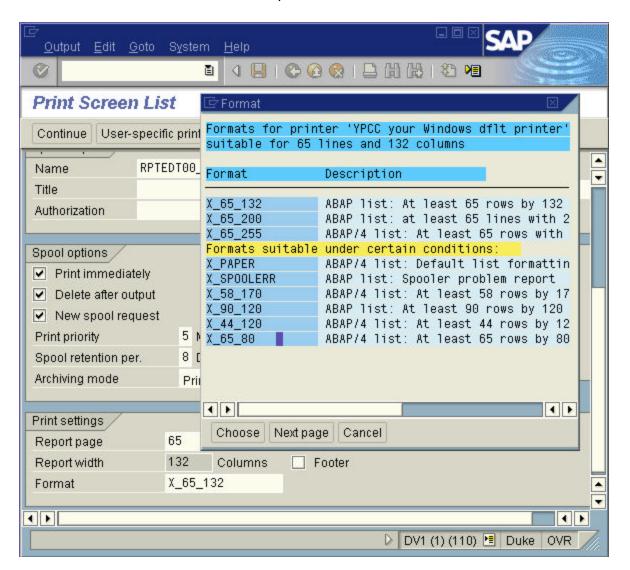
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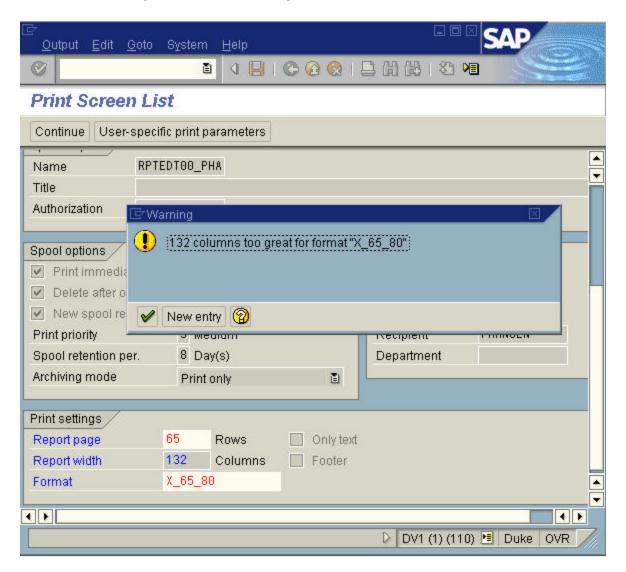
1.8 To print the report, click on the print icon, or choose List > Print from the screen heading toolbar. The default print orientation is landscape. The print format can be changed to portrait from the "Print Screen List". Click in the "Format" box located at the bottom of the screen. Click on the drop down list box for a list of choices. Click on the last option "X\_65\_80 – ABAP/4 list: At least 65 rows by 80". Once the cursor is in the last row click on "Choose". An example of this selection is below.



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**1.9** Next, click "Continue" on the "Print Screen List". A warning message is displayed. Click the green check mark to proceed. The form is sent to print. An example of the right format being selected and message is below.



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The information listed in the "Time Statement List" area of the report is listed below with a brief description.

**Printed on** Date the report was printed.

Page Page number of the report.

**Employee** The employee's identification number and

name.

**Org Key**The employee's home agency, low org, and

distribution code.

**Personnel area** 0001 is the personnel area for all employees.

**Personnel subarea** The employee's agency code.

**Employee group** Controls pay and benefit processes.

**Employee subgroup** Determines what overtime rules apply.

**Time Mgt Status** Time entry required or auto pay.

Work Schedule Code for hours and days of the week the

employee is scheduled.

**Evaluation period** Pay period beginning and ending dates.

2.2 The columns in the "Totals for Day" area on the form "ZUTE" are listed below with a brief description.

Day The date.

Att/Abs (recorded) The text description of what was actually

entered on the time entry screen.

**Totals for Day** May contain the holiday description or

scheduled start and end times for daily

schedule change entries.

Att Work time actually recorded on the time entry

screen.

**Abs** Leave used actually recorded on the time entry

screen. Holiday hours also show in this

column.

**Total** work and leave used for that day.

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**Auto** Auto pay hours that were generated based on

the employee's work schedule and time

management status.

**DWS** Daily work schedule. The hours scheduled that

day for the employee.

2.3 The columns in the "Totals Overview" area are listed below with a brief

description.

**Time type** Description for hours worked, holiday hours,

leave used, and total hours.

**Number** Total amount of hours for each time type.

**Time type** Description for leave hours earned such as the

leave accrual for the pay period, comp, and

excess.

**Number** Total amount of hours earned for each type of

leave.

2.4 The columns in the "Time Wage Types" area are listed below with a brief

description.

**Day** Date for each day of the week hours are paid or

earned.

Wage type All earnings, deductions, taxes, and benefits are

maintained in the system by wage type.

**WT Text** Description for each wage type.

**Hours** Total amount of hours by day for each wage

type.

2.5 The columns in the "Time Evaluation Messages" area are listed below with a

brief description.

**Date** Date for each day of the week a message is

generated by time evaluation.

Message Code and description generated by time

evaluation.

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